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Library Trustees Minutes 08-14-2001

Robbins Library Board of Trustees
August 14, 2001

Call to order

New Chairperson Joyce Radochia called the meeting to order at 7:05 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the June 26, 2001 meeting were approved as written, on a motion by Ms. Deal; seconded by Ms. Ruderman. Passed unanimously.

Communications

1. Ms. Loud distributed a letter of invitation and flyer from Sunny Vandermark of the Metrowest Regional Library System and Jim Sutton of the Massachusetts Library Association regarding a workshop on Library Advocacy to be held in Marlboro on September 19th. The director and a representative of both the Trustee board and the Friends of the Library are invited to attend. 2. Ms. Diminture thanked the board members for their condolences on the death of her mother and for their personal donation to the Michael J. Fox Foundation for Parkinsons Research in her memory. 3. The Dallin Committee requested the use of the library Reading Room for a fundraising event. This was approved by the Town Manager, as a special circumstance, since this group is a town committee, appointed by the Selectmen.

Town Day booth

Trustees will once again staff an informational booth on Mass. Ave., assisted by Ms. Loud and Ms. Diminture. A free raffle will be held for \$25 gift certificate to a bookstore. Ms. Lawrence will obtain the certificate.

Report of the FY2001 Russell Fund expenditures

Mr. Castiglioni reported that all but \$11 of the Russell Fund allocation for FY2001 was expended. \$46,000 was allocated and \$45,989 was expended.

Review of the FY2002 Russell Fund allocation

Mr. Castiglioni reported that the net income figure provided by the Treasurers Office is \$35,329 this year. This is an increase from the previously voted budget of \$30,780. After answering questions, Mr. Castiglioni made a motion to approve additional funding of \$4,549, amending the previous June vote; seconded by Mr. Murphy. Passed unanimously. The trustees commended Judi Paradis for her great work on the Russell Fund program and for her informative and entertaining report of the years activities.

Author program

Ms. Loud contacted Thomas OConnor and is still awaiting a reply. The publicist for Ellen Goodman was also contacted. She and Patricia O'Brien, the co-author of her book "I Know Just What You Mean", will be able to speak on Wednesday, November 7th.

However, the trustees must agree to purchase 200 of the books, in lieu of an honorarium. Ms. Deal made a motion; seconded by Ms. Lawrence to allocate a sum of money not to exceed \$2500 to secure Ellen Goodman as a program speaker. Passed unanimously. A program location will be decided at the next meeting. The town hall auditorium and the Senior Center are under consideration.

Ms. Loud shared a letter that she received from Catherine King, describing and recommending various programs that she has attended at other area libraries. Some of these have potential as Friends of the Library programs.

Approval of FY2002 trustee goals

2. Building program: Ms. Loud is exploring getting new front doors.

2A. Change the heading to "Building" from "Building Program". Rewrite the text to read "To insure that the facility continues to meet the needs of the community."

2B. Add the following sentence: "Re-evaluate space needs and modifications to the internal design."

3F. Change the wording to read "Continue to support programming and services for children and young adults."

3I. Add "Support the library administration's efforts to enhance the safety of the library environs for patrons."

Regarding volunteer appreciation, Ms. Ruderman suggested emulating the Museum of Fine Arts volunteer recognition efforts.

Ms. Muldoon requested the compilation of a staff directory with photographs, for trustees to become more familiar with staff members.

Report of the FY2001 trust fund expenditures

Ms. Muldoon reported that \$32,000 was allocated last year. Of this, \$26,000 was spent. The amount of \$400 for PR personnel was not spent, nor was all of the money designated for staff development. Restricted fund categories not yet spent down are: Newsletter, circulating art prints, multicultural books and author program. No money was expended from the Symmes Aesthetic Fund this year.

Approval of FY2002 trust fund budget requests

Of the total requests by staff of \$38,423, Ms. Muldoon recommends funding \$33,406. Not funded this year were multicultural materials and microfilming. Money left from last year's allocation for French books will be used this year to purchase Spanish books. The funding for the YA summer reading program will be increased by \$100. Allocation requests for children's kits and books on tape were cut by \$100 each. There were some amounts carried forward from the staff development and public relations line items. \$2800 was allocated in the staff development category this year. Expenses may be high due to a planned in-house workshop for staff and the Public Library Association conference in Arizona. Ms. Ruderman suggested that future requests for travel guides and test preparation books could be funded from outside fundraising (donations from travel agencies or publishers). A vote will be taken at the next meeting about amending the previous vote to hire a print appraiser with funds from the Robbins print fund. Ms. Muldoon recommends taking the money from the art fund instead. Ms. Deal made a motion; seconded by Ms. Muldoon, to approve the budget of \$24,978 for trust fund allocations. This does not include the Robbins print collection request or carryover amounts from FY2001. Passed unanimously.

Update on several projects

Ms. Loud reported on the status of several projects in progress:

-Staff workshop: Ms. Loud has spoken to two consultants about doing a workshop for staff, possibly the Myers-Briggs. Costs will be presented at the September meeting.

-Space planning: This is still in progress. Ms. Loud visited the offices of the Board of Library Commissioners to see their arrangement. A quote will be obtained from W.B. Mason. The architects have proposed a layout of display furniture for the lobby, which the trustees will evaluate.

-Painting: Estimates will be obtained, especially for the areas of greatest need such as the Children's Room.

-HVAC: Part of the consultants report will be acted upon, since it involves minor repairs.

-Lighting: Ms. Loud will meet in September with representatives of the Building Maintenance Department and the Sustainable Arlington group regarding an energy saving lighting proposal.

-Exterior building cleaning: A preservation consultant has been contacted to give advice on this.

WBUR Connections Program

Susie Neubauer, Head of Technical Services took part in a radio discussion of Internet in libraries and other library-related topics. Ms. Loud has obtained a tape of the program. Mr. Murphy will listen to it and bring up some of the points for discussion at a future meeting.

Other

A suggestion was made to use the new library logo on all issues of the newsletter. The fall edition may include trustee profiles.

Adjournment

The meeting was adjourned at 9:40PM on a motion by Ms. Deal; seconded by Mr. Murphy. The next meeting will take place on Tuesday, September 11, 2001 at 7:30 PM.

Respectfully submitted,

Cynthia Diminture